



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

10110/15
LFS-4
17 Dec 08

From: Director, Food Service and Subsistence Program (LFS-4), Services Branch, Facilities and Services Division, Installations and Logistics Department, Headquarters, U. S. Marine Corps
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR MARINE CORPS FOOD MANAGEMENT INFORMATION SYSTEM (SHORT TITLE: MCFMIS SOP REVISION 6)

Ref: (a) MCO P10110.14L
(b) MCFMIS 17.5 Training Guide
(c) Hospitality Suite On-Line Manual
(d) Regional Garrison Food Service Contract (RGFSC)
M00027-02-C-0001/M00027-02-C-0002

1. Purpose. To publish policies and procedures for the conduct of Windows MCFMIS programs throughout CONUS and OCONUS Mess halls.

2. Cancellation. MCFMIS SOP Revision 5.

3. Action. Food Service Officers/Contracting Office Representative's will ensure compliance and issue amplifying instructions relative to the standard guidance.

4. Applicability. This SOP is applicable to all units organic to the Marine Corps Food Service Program. It will serve as a source document for the conduct of management activities except when directives by higher headquarters take precedence.

5. Recommendation. Recommendations concerning the contents of this correspondence are invited. Such recommendations will be forwarded via the chain of command to the Plans Officer, Food Service and Subsistence Program (LFS-4), Services Branch, Facilities and Services Division, Installations and Logistics Department, Headquarters, U. S. Marine Corps.

6. Certification. Reviewed and approved this date.


C. D. SANABRIA

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1	INTRODUCTION TO MCFMIS.....	1-1
1.	Introduction.....	1-1
2.	Policy.....	1-1
3.	Responsibility.....	1-1
4.	Maintenance.....	1-1
5.	Training.....	1-1
Chapter 2	RETENTION/DELETION OF WINDOWS MCFMIS DATA.....	2-1
1.	Retention/Deletion of Windows MCFMIS Data.....	2-1
2.	Retention of Information.....	2-1
3.	Retention of Mess Hall Paperwork.....	2-1
4.	Retention of Documents in Daily Folder.....	2-2
Chapter 3	WINDOWS MCFMIS FUNCTIONS.....	3-1
1.	Orders.....	3-1
2.	Reconciliation of Bills.....	3-1
3.	Menu-Related Functions.....	3-1
4.	Item-Related Functions.....	3-2
5.	Inventory- Related Functions.....	3-2
Chapter 4	FINANCIAL REPORTING.....	4-1
1.	Daily Cost Analysis (DCA).....	4-1
2.	Man-Day Fed Reports.....	4-1
3.	Basic Daily Food Allowance (BDFA).....	4-1
4.	Holiday Basic Daily Food Allowance (BDFA).....	4-1
Chapter 5	SUBSISTENCE OPERATIONAL ANALYSIS REPORT.....	5-1
1.	Subsistence Operational Analysis Report (SOAR) OCONUS.....	5-1
2.	Part I Issue Commissary/Project 31.....	5-1
3.	Part II Food Service Operation for Garrison and Field.....	5-2
4.	General Instructions for Lines 19-24.....	5-3
5.	Part III Computation of BDFA.....	5-4

Chapter 1

INTRODUCTION TO MCFMIS

1. Introduction. This SOP provides guidance to all personnel utilizing the Marine Corps Food Management Information System. Windows MCFMIS is a class I system which automates procedures for requisitioning, storing, preparing, serving and accounting for subsistence supplies, and should be implemented in a manner consistent with referenced publications. These procedures are structured in accordance with the contained therein. For the intentions of this SOP, the word "Food Service Office (FSO)" is synonymous with both military and contractor equivalent food service entities.

2. Policy. All Food Service Offices (FSO) and Mess halls will use standard guidance provided below. All previous DOS versions of the software are no longer authorized for use. A copy of these procedures will be filed and retained in both the Publications Library and the Windows MCFMIS turnover folder.

3. Responsibility. In an effort to provide uniformity in specified Windows MCFMIS usage, each command will provide guidance to incorporate into local food service operating procedures.

4. Maintenance. All hardware maintenance on Windows MCFMIS ADPE and subsequent upgrades or replacements will continue to be supported by NMCI. This Headquarters will retain responsibility for maintaining Windows MCFMIS software.

5. Training. Users will be provided training; to include Computrition hosted Web-Ex and PowerPoint presentations, to support the use of the new enhancements. Separate correspondence will be forthcoming addressing any special instructions or prior preparations required by individuals before training can commence.

Chapter 2

Retention/Deletion of Windows MCFMIS Data

1. Retention/Deletion of Windows MCFMIS Data. The server for Windows MCFMIS is based at the Navy Annex; therefore, electronic retention of data will be the responsibility of HQMC (LFS-4). FSOs must also retain data necessary as supporting documents to the SOAR and all subsistence receipt documents (reflecting food actually received and signed for) for a period of 2 years. Electronic documents may be stored on external storage devices or CD-ROM.

2. Retention of Information

a. Menu Maintenance. Daily Headcount - 1 year

b. System Maintenance CONUS

- (1) Inventory History - Indefinite
- (2) Inventory Templates - Indefinite
- (3) Issues/ Returns to Stock - Indefinite
- (4) Orders/Receipts - Indefinite
- (5) Requisitions - Indefinite

c. System Maintenance OCONUS

- (1) Inventory History - 1 Year Minimum
- (2) Inventory Templates - 1 Year Minimum
- (3) Issues/ Returns to Stock - 2 quarters and current quarter
- (4) Orders - 2 quarters + current quarter
- (5) Requisitions - 1 quarter + current quarter

d. Windows MCFMIS Logbook

(1) Both the Mess hall and the FSOs will maintain a logbook to track the detailed use of Windows MCFMIS. All software/hardware problems, to include program changes, updates, and mistakes, correction of receipts or issues must be documented in a logbook.

(2) Mess halls should also identify changes, additions and deletions to menus, production areas, adjusted portions, or any other particulars specific to the individual Mess hall to ensure accuracy and continuity in the transition of personnel.

3. Retention of Mess Hall Paperwork

a. 3 months plus current month To establish and standardize daily paperwork kept on file in the mess hall. A daily folder will be kept on file for 3 months plus the current. Exception will be the daily folder at the end

of the quarter. This folder will be maintained for the previous 2 quarters. The following documents will be retained in the daily folder

- (1) Daily Cost Analysis.
 - (2) Man-Day Fed Report.
 - (3) Menu Cost Summary Report.
 - (4) Meal Verification Sheet (NAVMC 10789).
 - (5) Cash Meal Payment Sheet.
 - (6) Inventory Group Movement Summary Report.
 - (7) Inventory Cost Report.
 - (8) Vendor Receipts.
 - (9) Receipt Report.
 - (10) Issue Report.
 - (11) Requisition Detail Report.
 - (12) Cost of Over Production Report.
 - (13) Physical Inventory Worksheet Report (as required).
 - (14) Daily Cost Analysis Details Report (as required).
 - (15) Letter of Adjustment (as required).
- b. 2 years plus current appointment. Windows MCFMIS appointment letter.
- c. Until delivery day. Purchase Order Report.
- d. Discard after input
- (1) Production Worksheets.
 - (2) Pull sheet.
- e. Discard after use
- (1) Menu scaled Recipes/Recipe Printing.
 - (2) Purchasing Requirements Report.

Chapter 3

Windows MCFMIS Functions

1. Orders. The Mess hall must use the Calculate Orders Requirements program to determine the amount of subsistence to be requisitioned. The Calculate Orders Requirements program calculates subsistence requirements through the headcounts associated with menu items within a user-specified date range, against the amount of subsistence on-hand and the amount to be used in production between the time of requisition and its delivery to the Mess hall. The calculated order amounts are then held as Vendor Orders for review and modification. Vendor Orders are then locked and transmitted from Mess halls to the FSO. Transmitted Orders will also produce an ASCII file of the order placed in the format used by STORES WEB. The ASCII file containing the requisitions can be transmitted to STORES WEB electronically through the HQMC (LFS-4) server or via local a hard drive.

2. Reconciliation of Bills. True billing documents and receipts posted by Mess hall must be reconciled between the FSO and the Mess hall. Previous plus current quarters documents related to this reconciliation must be retained.

3. Menu-Related Functions. FSO must analyze the Master Menu financially and nutritionally using the Windows MCFMIS menu costing and nutritional analysis programs (Menu Cost, Menu Nutrient Analysis, and Menu Total Cost Program) as outlined in the Hospitality Suite On-Line Manual. Menu costing will be used to assist the FSO in determining budget requirements and cost effectiveness of the Master Menu. A hard copy of the Master Menu must be provided to all mess halls. The nutritional analysis program will be used in conjunction with assistance from local dietitian, if available. Dietary info will be posted conspicuously for Mess hall patrons to review.

a. Menu Changes. The Menu Maintenance program will be utilized to maintain menus. When a menu has been temporarily altered, ensure that the original menu is re-established to coincide with the Master Menu. Menu changes must be approved in accordance with local SOP or RGFSC, whichever is applicable.

b. Production Programs. The following guidance is provided to ensure that the programs are consistent throughout all using units.

(1) Production Worksheet Report. The Production Worksheet Report provides a list of all recipes and various portion sizes required for production of selected menus, meals, and dates. Production Worksheets will be printed by production area, and for each meal period. Exceptions will be Salad Bar, Beverage Bar, and Self-Service Bars. These Production Worksheets will be printed on the 1st day of every month to reflect current recipe changes. Once the products and quantities have been prepared and served, information on leftovers will be entered in Post Meal Counts as post meal history for future forecasting.

(2) Pull Sheet. The Pull Sheet program provides a break out of all items necessary to produce the selected menu and meal. The Windows MCFMIS Training Guide provides an option of printing a separate breakout list for each production area and or one consolidated breakout list. Mess halls will print out and issue a separate PULL SHEET for each production area.

(3) Pre-prep. The PREPREP provides an advance listing of items and quantities required for advance preparation for specific dates and or meals. The PREPREP will be used daily, not only for the produce requirements, but for the meat breakouts as well. It is very important to have the appropriate PREPREP sub-group assigned to each individual food item. The Menu Scaled Ingredient Labels program must be used in conjunction with PREPREP for an itemized produce requirement sheet. This separates all individual requirements by product and/or meal.

4. Item-Related Functions. Food Items used in the Armed Forces Recipes Service will be created and managed at HQMC (LFS-4) and transferred via the merge function. Veterinarian inspected residuals are non-chargeable, but still require accountability. Residuals must be built in the item-function program and will be accounted for using Windows MCFMIS.

a. Under the Prime Vendor concept, new subsistence items are being delivered directly to the mess hall. All new subsistence items and receipts found to be incorrect must be identified to the FSO for development or modification. Local recipes are created or modified in the RECIPE module and new Purchasing Choices must be assigned or global changes should be made in Recipe Maintenance. FSO and mess halls must maintain a listing of active Food Items in Windows MCFMIS.

b. Requisition In/Out. The Requisition In/Out function will be used for Inter-mess Transfers (IMT) and surveys only. Mess halls will only use Windows MCFMIS generated reports for transferring of Items. The Mess hall selling the Inventory will contact the FSO and retrieve a transaction number.

(1) Seller will obtain an IMT number from BFS (BFS required information-seller posting date/buyer posting date/dollar amount/name of caller).

(2) Print the transaction with prices.

(3) Both parties must sign IMT and post transactions on the same day.

(4) Submit printed copy with signatures to the FSO by the next working day.

5. Inventory-Related Functions. Inventory history of subsistence items, is tracked by Windows MCFMIS. Any complete physical inventories taken prior to the end of the accounting period will be handled in the same manner as the end of the quarter inventory. Mess halls and FSOs will follow guidance either in the Windows MCFMIS Training Guide under inventory-related functions tool and/or specific guidance outlined below.

a. Taking Inventory. To take a physical inventory and print a report that calculates the extended dollar value of all items in stock, first create an inventory worksheet in Windows MCFMIS. Once the worksheets are created, print and conduct a physical inventory of on-hand items. When the worksheets are filled out, the amounts on-hand are entered into the system, and an inventory cost report can be printed out.

b. End-of-the-Quarter Inventory. The following procedures will be followed when performing end-of-the-quarter inventory.

(1) Complete all work for the last day of the accounting period. Print copies of the DCA and Inventory Movement Details Report with only the "Physical Inventory/Adjustments" option selected for the entire accounting period.

(2) Create Inventory Worksheets for all storage locations, vendors, active and inactive Items. ENSURE THE **"CACULATE ON HAND AMOUNTS"** SELECTION IS CHECKED.

(3) Print two copies of each Inventory Worksheet. One copy will be printed without calculated amounts-**Inventory Template (Blank)** (to be utilized by the person taking the physical counts) the other copy will be printed with calculated amounts-**Inventory Template (w/Amounts)** (to be utilized by the subsistence clerk entering the data into MCFMIS).

(4) Conduct a physical inventory. Note the discrepancies between the amounts on hand and the computed amount on the subsistence clerk's copy of the Inventory Worksheets. These Inventory Worksheets will be maintained as part of your daily folder.

(5) Close all inventory worksheets. Select the **"CALCULATED ON-HAND AMOUNTS"** option.

(6) Utilize the Adjust Inventory Levels program to adjust discrepancies. Set Adjustment date to **"NOW"**. Adjust necessary inventory levels. Then print a Daily Cost Analysis Details Report with only the **"Only Items with Adjustments"** option selected. This will display the total cost of adjustments. This report will accompany your "Letter of Adjustment" request.

(7) If total cumulative variance (**Not** net gain/ loss) exceeds the 1% of total consumed for the accounting period. Run the Adjust Inventory Levels program. Set Adjustment Date to **"BACKDATE"**. Set date to the same date of previous adjustment. The time should be set to five minutes after the previous adjusted time. (e.g. 31 December 2009/1700 would be adjusted back to 31 December 2009/1705)

(8) Adjust inventory amounts to previous levels and submit a Letter of Adjustment, in the request format, and wait for approval to adjust necessary inventory.

(9) The following reports will be signed by the Mess hall Officer: the DCA, DCA Details Report, Inventory Cost Report and Letter of Adjustment (if required) will then be copied and sent to the FSO. The original will be filed in the daily folder.

c. Letters of Adjustment/Mess Hall Tolerance Levels. To determine whether you have exceeded the 1% tolerance level, take the stores consumed dollar amount and any previous adjustments, then multiply it by 1%. This dollar amount is then compared to the dollar amount on the Inventory Movement Details Report. If the adjustment exceeds the 1% of consumed stores amount, then a letter of adjustment will be generated and forwarded to the Installation Commander having operational control for endorsement/approval to determine whether an investigation is deemed necessary. Instances requiring investigations include, but are not limited to, individual negligence or abuse. If the cumulative variance to the Mess hall subsistence inventory equals 1% or less of stores consumed for the accounting period, an adjustment to inventory is authorized, provided the total adjustments were not caused by

individual negligence or abuse. Therefore, letters of adjustment must be in a format that informs the Mess hall Officer that adjustments have occurred. All letters of adjustment will be dated the same day the inventory adjustment takes place.

d. Authorized Inventory Levels. Unless authorized by this HQ's, the total monetary value of subsistence items, both perishable and semi perishable, maintained in the Mess halls shall not exceed the maximum allowable monetary credits to the food service system for the accounting period (7% CONUS or 8% OCONUS) at the end of the accounting period. Commands requiring a higher inventory level must submit written request with full justification to HQMC (LFS-4).

Chapter 4

Financial Reporting

1. Daily Cost Analysis (DCA). The DCA report must be generated for each day the mess hall functions and for any date inventory is received, issued, or transferred. All transactions posted to inventory related functions are recorded in the history file and are effective for the date in which the user posted each transaction. The DCAs ending inventory and Inventory Cost total should be reconciled daily to reflect the dollar value of items presently in inventory.

2. Man-Day Fed Report. The headcount data will be sent to the FSO on a daily basis. Roll up reporting and headcounts provide the FSO data on the requisitions for subsistence, Man-day Fed Report, Daily Cost Analysis, and Ingredient History. Any corrections done to previous day's headcounts must be resubmitted to the FSO. The mess hall must first correct the headcount, print the Man-Day (MDFED) for that date, print the DCA from the beginning of the accounting period to the current login date, and resubmit to the FSO electronically.

3. Basic Daily Food Allowance (BDFA). A partial regional (by vendor) BDFA will be computed by DSCP and provided to HQMC (LFS-4) using weighted average prices for specific DOD determined food groups/items. The partial BDFA will be published via naval message and sent to commands prior to the beginning of the accounting period. Computation of the total BDFA will be calculated quarterly through part III of the MCFMIS SOAR program. Once calculated, the quarterly BDFA will not be changed due to price changes or other circumstances within the quarter. The FSO will transmit the BDFA to mess halls. Commands utilizing the MCFMIS combo system must transmit BDFA to themselves to establish the quarterly BDFA file utilized by other programs.

4. Holiday (BDFA). Commands are authorized to supplement the BDFA by 25% for Thanksgiving Day, Christmas Day, and military Birthday (Marine Corps and Navy) meals. The use of 25% supplement for Navy's birthday (13th of Oct) is only authorized for commands that have a large volume of Navy personnel subsisting in their mess halls on a regular basis. Other authorized supplements (10% and 15%) will not be used in conjunction with the 25 % supplement.

Chapter 5

Subsistence Operational Analysis Report

1. Subsistence Operational Analysis Report (SOAR) OCONUS

a. The use of the MCFMIS SOAR is mandatory for all garrison FSO/mess halls. The SOAR will be prepared via the MCFMIS SOAR.

b. The SOAR is due to HQMC (LFS-4) no later than the 15th day following the reporting period. If a late submission is required, a message must be forwarded to this office advising of reason prior to being late.

2. Part I Issue Commissary/Project 31

a. Lines 1a (debit) (Cook Chill Only). Total ending inventory of items retained at the cook chill facility. This amount reflects both raw ingredients and prepared product for the previous month, at the previous month's price.

b. Line 1b (debit). Under the stores program, obligations (actual procurement) for subsistence may take place in one accounting period but food items will not be delivered to mess halls until the next accounting period (i.e., food items purchased in last week of the 1st quarter but not delivered to the mess hall until the beginning of the 2nd quarter). Use this line of the SOAR to report the dollar value of food received during the current reporting period but purchased during the previous quarter. This line must reflect the amount shown on line 5c of previous quarters SOAR.

c. Lines 2a-2b (debits). These lines will be used to report total purchases during the current accounting period.

d. Lines 3a (credit). Ensure this line reflects the total cost of subsistence actually received and issued to the mess hall (lines 1b and 2a through 2b). This line will exclude food purchased during the current reporting period but not scheduled for delivery until the next reporting period (subtract out from debit amount shown on lines 2a through 2b and report on line 5c).

e. Line 3b (credit) (Cook Chill Only). This line will reflect the total cost of prepared product sold to the Club system, Day Care system, Schools, etc... Attach Standard Form (SF) 1080 as supporting documentation.

f. Lines 3c/3d (credit/debit) (Cook Chill Only). These lines are utilized to report price adjustments caused by yen conversion rates, DECA surcharge, and price changes to cook chill products.

g. Lines 3e/3f (credit/debit) (Cook Chill Only). These lines will be utilized to report the Inventory price adjustment caused by the difference in the conversion of raw ingredients to finished product.

h. Lines 4a through 4c (Cook Chill Only). These lines will be used to write off any surveys and test kitchen discards done at the cook chill facility. The value of this inventory is reported on lines 1a - 1b and 5a -

5b of the SOAR. Price/inventory adjustments for the mess hall will not be made on these lines. Mess hall adjustments must be reflected on line 6 of the report.

i. Line 5a/5b (credits) (Cook Chill Only). Report current quarters ending inventory for both raw ingredients and prepared product.

j. Line 5c (credit). Ensure that this line reflects the total dollar value of food purchased during the current reporting period but not scheduled for delivery until the next reporting period.

3. Part II Food Service Operation for Garrison and Field

a. Line 6. The total ending inventory (less current quarters ending Inventory) using the previous month's prices (taken from line 10 of previous month's SOAR).

b. Line 7. The value of subsistence supplies received during the reporting month (line 3a, Part I).

c. Line 8. The value of subsistence supplies surveyed in the mess hall(s) during the reporting month. A statement/explanation will be placed in remarks column (line 25) for surveys in excess of \$1,000.

d. Line 9. Less Other. If value is entered in this field, an explanation for the value is required in the remarks column (line 25).

e. Line 10. The current month's total ending inventory (physical inventory) at the current month's prices.

f. Line 11. The total value of supplies consumed (lines 6 plus 7, minus 8, 9, 10, and 11).

g. Line 12. Unless authorized by HQMC (LFS-4), the total monetary value of subsistence items, both perishable and semi perishable, maintained in the mess halls shall not exceed 8% (OCONUS) of the maximum allowable monetary credits to the food service system for the accounting period. The FSO will be responsible for setting the authorized inventory percentage.

h. Line 13a. The total man-days fed from the monthly form NAVMC 565-1. Multiply the total man-days fed by the applicable BDFA, which is computed in line 26.

i. Line 13b. The total man-days fed from the form NAVMC 565-1 covering supplemental food allowance for small mess halls. Multiply the total man-days fed by the supplemental BDFA computed in line 28.

j. Line 13c. The total man-days fed from the holiday man-day fed report (multiply the total holiday man-days fed by the supplemental BDFA, (authorized for Thanksgiving Day, Christmas Day, and the Marine Corps Birthday only)), computed in the SOAR program. Do not include the 15% supplemental food allowance for small mess halls.

k. Line 14. Value of the current month's authorized inventory (total of line 13d multiplied by the mess hall's authorized inventory level).

l. Line 15. Consolidated BDFA is the total credits divided by the total man-days fed (line 13d).

m. Line 16. Enter the actual cost to feed one individual per day. Cost is computed by dividing the value of supplies consumed (line 11) by the total number of man-days fed shown on line 13.

n. Line 17. Amount earned = BDFA rate (line 13a), multiplied by applicable surcharge, multiplied by applicable Man Days (line 13 b - c). Total cost = amount earned (line 17 a - c) divided by total credits (line 13d), multiplied by value of supplies consumed (line 11).

o. Line 18a and 18c. Enter value of all food cost collected (published annually via Naval Message).

p. Line 18b and 18d. Enter total subsistence surcharge collected. (published annually via Naval Message).

4. General Instructions for Lines 19-24

All organizations authorized to purchase MRE's must submit a quarterly usage report. All meals will be rounded to the nearest whole box (12 meals per box).

a. Line 19. Enter beginning quarter's inventory (boxes).

b. Line 20. Enter number of boxes received during the quarter.

c. Line 21. Any number other than zero requires an explanation in the "Remarks" section in Line 27. Numbers may be positive or negative.

d. Line 22a - p. Enter number of boxes issued or sold to the appropriate personnel category.

e. Line 23. Calculated total number of boxes issued or sold for the quarter.

f. Line 24. Calculated end of quarter inventory: (Line 19 plus Line 20 +/- Line 21).

g. Line 25. If any entry has been made to the following Lines, an explanation should be entered in the Remarks section.

(1) Line 2. Receipts during current quarter from: (DEBIT) (b. Other).

(2) Line 8. Less surveys (If surveys equal 1% or more of total consumed).

(3) Line 9. Less other (Specify in Remarks).

(4) Line 18. Supplemental BDFA cost (b. Specify in remarks).

(5) Line 23. MRE Adjustments (Boxes) (Explain in remarks).

(6) Line 24. Breakdown of POR issues and/or sales (p. must specify in remarks).

5. Part III Computation of the BDFA

a. Line 26. This section will be used to compute the actual BDFA and the supplemental BDFA for holidays (Thanksgiving Day, Christmas Day, and the Marine Corps Birthday), small mess halls, recruits, and officer candidates. This section supersedes all editions of the previous BDFA Computation Sheet (form NAVMC 580) which will not be used.

b. Component. Enter the name of the components (authorized via MCBUL from HQMC (LFS-4)) used to calculate the BDFA. (If you only purchase one type of milk vice both 1% and 2% milk, you are authorized to utilize only the type of milk you purchase in these calculations). For example: if you only purchase 1% milk your calculations would be as follows:

<u>Item</u>	<u>Unit of Issue</u>	<u>Qty per 100</u>
Wheat bread	lb	9.088
Hamburger rolls	lb	12.219
White bread	lb	16.193
1% low fat milk	pint	200.000

In the above example, 200 pints of a single type of milk represents the combination of 136.664 pints 1% milk and 63.336 pints 2% milk. The same calculation would apply if you only purchase 2% milk.

c. Unit - This field is hard coded and based on Unit of Issue published in the most current MCBUL.

d. Quantity Allowed/100. Enter the amount (published Quarterly via Naval Message) of the component used to calculate the BDFA.

e. Unit Price. Enter most current prices applied to market ready vendor items in computing the price.

f. Value. The dollar value of the component (Quantity allowed /100 multiplied by the Unit Price).

g. Allowance for 100 persons. The total dollar value of all components.

h. Allowance for One person. The total dollar value for 100 persons divided by 100.

i. Allowance for One Person Authorized by HQMC (LFS-4). Enter the amount supplied by HQMC (LFS-4) authorized in the published Naval Message.

j. Sub Total. Allowance for one person plus Allowance for One Person Authorized by HQMC (LFS-4).

k. Condiment and Pre-Packaged Foods Percentage. Enter the percentage authorized by HQMC (LFS-4) for Condiments and Pre-package Foods.

l. Regular BDFA. The regular BDFA is calculated by the Sub-Total plus Condiments and Pre-Packaged Foods.